Forty (40) Tips for Being a Top Student

✓ Use a regular study place. A table or desk which you associate with study.
✓ Be sure your chair is not too comfortable.
✓ Your space should be clean and well lighted.
✓ Have all of the supplies which you need close at hand.
✓ Be sure that pencils are sharpened and pens functional before you start your studying.
✓ Avoid distractions like eating, TV, playing with a pet, or the telephone.
✓ Study difficult subjects first.
✓ Be aware of your best time of day – are you a morning or evening person?
✓ Make flashcards and carry them with you. Carry 3 x 5 cards with facts, formulas, or definitions.
✓ Make a cassette tape of yourself reading your notes. Play it in the car, while riding your bike, or when going for your regular walk.
✓ Get up an hour early and study subjects you tend to avoid.
✓ After 30 to 40 minutes, take a five minute break.
✓ Take advantage of five or ten minutes of waiting time. It is a great time to look over your 3 x 5 cards.
✓ Use a library. The lighting is perfect. The noise level is low. Materials are available.
✓ If your attention starts to drift, you might want to switch to a different subject. Perhaps all you need is to get up and stretch and get a glass of water.
✓ If you live with someone, set up some rules to make studying a priority.
✓ Leave a message on your answering machine that you are studying. Indicate a time you will be taking a break and returning calls. Keep the calls brief.
✓ Learn to say no to anything which will interfere with your achieving your educational goals.
✓ Get ready the night before. Have all of your books, assignments and supplies packed and ready to go in the morning.
✓ Save time by calling ahead when making a purchase. Get clear directions when driving to a new place.
✓ Let others know that they are interrupting your study time.
✓ Pick out a task that you can complete in five to ten minutes.
✓ Weed out low priority tasks.
✓ When reading a long assignment, skim through certain sections.
✓ List important activities and schedule specific times for them.
✓ Form a study group. Have each person be responsible for one section of the assignment and then discuss each others notes.
✓ Get the name and phone number of one or two classmates whom you can call if there is a question.
✓ Attend every class session. Be on time. Many instructors give important instructions during the first five minutes.
✓ Turn assignments in on time.
✓ An assignment which is done on the computer will be easier to read, will look better, and will, perhaps, earn a better grade.
✓ If you are planning on continuing your education, invest in a computer. The investment will be well worth it.
✓ There is an incredible amount of material on the internet. Learn to use it for research.
✓ The reference librarian at the college or public library is a fabulous resource.
✓ Carry a zipper case with you which includes pencils, pens, eraser, pencil sharpener, paper clips, mini stapler, ruler highlighters, small scissors, etc.
✓ Learn some time management tips.
✓ Buy and use a calendar. Record appointments and assignments.
✓ In class, sit in the front row center.
✓ Take notes in class. Take notes when reading a textbook. Keep notes organized. Study the notes.
✓ Be sure that you are in school for the right reason. Don’t lose sight of your educational goals.
✓ Show up.